

Retention and Classification Report

Agency: Department of Corrections. Adult Probation and Parole Division
(399)
14717 Minuteman Drive
Draper, UT 84020
801-265-5666

Records Officer Gina Proctor

| | |
|-------|--|
| 80139 | Agreements and contracts |
| 80143 | Community correction center disciplinary hearing tapes |
| 80140 | Community correction center restitution accounting records |
| 14661 | Interstate compact correspondence |
| 23714 | Offender criminal histories |
| 27290 | Policies and procedures |
| 80147 | Resident personal property release files |

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80139

3

TITLE: Agreements and contracts

DATES: 1954-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files document the agreements with offenders for drug treatment, work release and other services or obligations. This records series is now kept as part of the offender case file. Includes contracts or agreements between offenders and the Department of Corrections.

RETENTION:

Retain until inmate is released.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 16.

AUTHORIZED: 01/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until inmate is released and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80139

TITLE: Agreements and contracts

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80143

3

TITLE: Community correction center disciplinary hearing tapes

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

These are verbatim recordings of audio tapes from disciplinary hearings held at the correctional center. Includes date and audio record of what was said.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy provided time periods for appeals have expired and no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 11.

AUTHORIZED: 01/04/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 5 years and then erase.

APPRAISAL:

Administrative

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80143

TITLE: Community correction center disciplinary hearing tapes

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80140

3

TITLE: Community correction center restitution accounting records

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These records were used to keep track of monies deposited in restitution accounts for court ordered fines, court costs and victim reparations. These are also the ledgers maintained for accounting and audit uses. These records are no longer kept at the Correctional Center since this function is now performed at the regional offices. Includes deposit receipts, deposit books and bookkeeping ledgers.

RETENTION:

Retain 3 years after account has been paid in full.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after account has been paid in full and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on UCA 78-12-23 and 78-12-29.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80140

TITLE: Community correction center restitution accounting records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 14661

3

TITLE: Interstate compact correspondence

DATES: 1983-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Documents pertaining to probationers and parolees concerning courtesy supervision by another state. The crime may have been committed in Utah, but the offender may have issues or relatives that makes it more efficient and effective to have another state supervise them.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 14661

TITLE: Interstate compact correspondence

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 23714

3

TITLE: Offender criminal histories

DATES: 1994-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are case management files for all offenders on probation or parole. They document the history of the probation or parole. Information includes offender's name, history of charges, commitments, name of offender's case worker, monthly reports to probation or parole officer, copies of court records from first offense to the end of probation or parole, a history of probation or parole written by the officer, and probation or parole agreement. Includes presentence investigation records (PSI), commitment papers, risk assessment documentation, probation agreements, parole orders, monthly reports, restitution data, correspondence, incident reports, face sheet, and case history notes. These records may contain information about medical treatment of psychiatric assessments.

RETENTION:

Retain 10 years after jurisdiction terminates.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 9, Item 29.

AUTHORIZED: 03/21/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 10 years after jurisdiction terminates and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 23714

TITLE: Offender criminal histories

(continued)

Paper: Retain in Office for 1 month after jurisdiction terminates and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Digital image: Retain in Office for 10 years after jurisdiction terminates and then delete.

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public Utah Code 63G-2-201(2) 2013

SECONDARY CLASSIFICATION(S):

Private. Utah Code 63G-2-302(2)(d) 2014
Protected. Utah Code 63G-2-305(13) 2014
Controlled. Utah Code 63G-2-304(1)(b) 2008

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 27290

3

TITLE: Policies and procedures

DATES: 1986-

ARRANGEMENT: Numerical by policy number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains the division's policies and procedures. These guidelines outline division responsibilities and govern the operation and administration of various programs within the organization. Information includes policy types, effective dates, titles, descriptions, assigned numbers, signatures of approval, and related correspondence.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 04/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Digital image: For records beginning in 1995 and continuing to the present. Retain in Office permanently.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 27290

TITLE: Policies and procedures

(continued)

APPRAISAL:

Administrative Historical Legal

These records have an administrative value as they are used to govern division programs. The records also have historical value as they document the programs of the division. They have legal value as they document the rights of the division and its staff members.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80147

3

TITLE: Resident personal property release files

DATES: 1978-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are forms maintained by the diagnostic unit for the receipt and release of property to an offender who surrenders the property to the property control officer when they were admitted to the unit. They are necessary to ensure the accountability of personal property entrusted to the custody of the diagnostic unit. Includes name of resident, date of admission, itemized list of personal property, and signatures for receipt and release by the offender and the property control officer.

RETENTION:

Retain 3 years after parole or termination of jurisdiction.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned into UDOCA and verified per policy and then destroy.

Computer data files: Retain in Office for 3 years after jurisdiction is terminated and then delete.

AGENCY: Department of Corrections. Adult Probation and Parole Division

SERIES: 80147

TITLE: Resident personal property release files

(continued)

APPRAISAL:

Administrative Fiscal

These records are subject to audits.

PRIMARY CLASSIFICATION:

Public